



STATIONARY SOURCE APPLICATION INSTRUCTIONS

FEES: General Applications - Filing Fee: **See Filing Fees Charge Sheet**, (Note: The Engineering Analysis and other fees will be billed after a review is complete)

Gasoline Dispensing Facilities: **See Filing Fees Charge Sheet** (The \$5.00 basin control council fee does not apply if West of Range 9E, near Clipper Gap, CA; a Minor Source, one-time charge, for new facilities and does not apply to facilities which have previously paid this fee.)

Change of Ownership: **See Filing Fees Charge Sheet**

AUTHORITY TO CONSTRUCT: Any person constructing, building, erecting, altering or replacing any article, machine, equipment or other contrivance, the use of which may cause, eliminate, reduce, or control the issuance of air contaminants, shall first obtain authorization for such construction from the Air Pollution Control Officer. An authority to construct shall remain in effect until a permit to operate the equipment is granted or denied or the application is canceled. An authority to construct shall expire no later than two years from the date of issuance, unless an extension is granted. **A filing fee (See Filing Fees Charge Sheet) should accompany each application for an authority to construct and/or operating permit. Additional fees will be charged, after upon approval.**

PERMIT TO OPERATE: Any person operating an article, machine, equipment or other contrivance, the use of which may cause, eliminate, reduce or control the issuance of air contaminants, shall first obtain a written permit from the Air Pollution Control Officer. No permit to operate shall be granted either by the Air Pollution Control Officer or the Hearing Board without authorization as required by District Rules and Regulations, until the information required is presented to the Air Pollution Control Officer and the equipment or process is altered, if necessary, and made to conform to the standards set forth in the Rules and Regulations, and in the California Health and Safety Code.

FORM COMPLETION: The Authority to Construct and Permit to Operate Application form must be filled out completely. One form must accompany each application for (1) authority to construct for a new or modified facility; (2) permit to operate a facility for which no application for authority to construct was required or submitted; (3) emission reduction credit due to equipment shutdown, reformulation, or installation of abatement equipment; or (4) notice of the transfer of ownership of permitted equipment.

INFORMATION REQUIRED: An application for an authority to construct or permit to operate for a new or modified stationary source of air contaminants shall give all the information necessary to enable the Air Pollution Control Officer to make the determination that every article, machine, equipment or other contrivance, the use of which may cause, eliminate, reduce, or control the issuance of air contaminants, is so designed, controlled, and operated with such air pollution control equipment that it may be shown to operate without emitting or without causing to be emitted air contaminants in violation of the District's Rules and Regulations or of such state or federal statutes as may be enforceable by the Air Pollution Control Officer. In addition, the Air Pollution Control Officer may require such information as may be deemed necessary to describe the equipment and/or processes to be permitted.

Supporting information for emission increases and reductions shall be provided in duplicate. Applicants may obtain a list of general information, which they may be required to submit. Applicants are encouraged to contact the District prior to application submittal as there may be forms or instructions which may clarify application requirements for certain processes or category of source.

CHANGE OF OWNERSHIP: The Air Pollution Control District shall be notified by the submittal of the Authority to Construct and Permit to Operate Application of changes in the ownership of facilities which are permitted. Permits will be re-issued to the new owner or operator. Permit issuance shall be conditional to a determination that the operation of the article, machine or equipment will not interfere with the attainment or maintenance of any ambient air quality standard and that such operation will comply with all applicable orders, rules, and regulations of the District and State Board. Permits may be amended to ensure compliance with, and the enforceability of, District Rules and Regulations. Change of ownership alone shall not be a basis for requiring more stringent emission controls than would otherwise apply. **A fee per permit unit to be re-issued shall accompany the application (See Filing Fees Charge Sheet).** The name of the previous owner or operator and the facility name should be entered in Block 21. Blocks 22-27 need not be completed for a change of ownership request. **Permits will not be issued unless payment has been received.**